

## **The Department of the Army-Job Opportunity Announcement**

Job No.: NEGE03036842

Opening Date: August 20, 2003

Closing Date: September 9, 2003

Position Title (Pay Plan-Series): Materials Handler (WG-6907)

Grade: 05

Full Performance Grade: 05

Comments: We use an automated recruitment and referral system for filling our jobs. Use our resume builder to complete your resume and place it in our system for consideration under this announcement and for you to use to apply for other Army jobs. Go to the Army's Resume Builder.

Applicant must possess a valid driver's license.

Applicant must be able to lift 50 lbs.

Applicant must be able to pass a pre-employment physical.

Applicant is required to participate in the Medical Surveillance Program.

Applicant is required to wear appropriate safety equipment.

PHYSICAL EFFORT: Work requires continuous standing, walking and stooping on hard surfaces for extended periods of time. Lifts, carries and moves items that weigh up to 50 lbs. The heavier and awkward items are moved with weight handling equipment.

WORKING CONDITIONS: Work is performed primarily inside. Material handlers are exposed to the possibility of cuts, scrapes, bruises and abrasions. Work requires wearing protective clothing such as hardhats, steel-toe shoes and rubber gloves.

Number of vacancies to be filled by this announcement - One.

Salary: \$13.81 - \$16.12

Region: Northeast

Organization:

US Army Engineer District, Baltimore  
Washington Aqueduct Division

Administrative Branch  
Support Management Section

Duty Station: Washington, DC

Area of Consideration:

- Army employees with competitive status; and eligible Army CIPMS employees.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles: Current or former employees displaced from non-DOD agencies. Individuals seeking ICTAP eligibility must submit a copy of their Reduction in Force (RIF) separation notice (Notification Letter of SF 50) and a copy of their most recent performance rating.
- Veterans Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
- Transfer eligibles: current permanent, competitive non Army Federal employee.
- Reinstatement eligibles: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation, exceptions 5 CFR 315.201(b)(3).

Duties: Applicants will be evaluated on their ability to perform the duties of a Materials Handler, rather than length of experience. Eligibility will be determined by the relevance, scope and quality of all experience and training, regardless of where or how acquired.

The items below should be addressed within the context of the resume:

1. Ability to do the work of the position without more than normal supervision. (screen out element)
2. Work practices (includes keeping things neat, clean, and in order).
3. Technical practices (theoretical, precise, artistic).
4. Ability to interpret instructions, specifications, etc (other than blue prints).

5. Knowledge of materials.

6. Dexterity and safety.

Qualification Requirements: Incumbent uses established warehousing and/or shipment methods, procedures, and techniques to perform a wide variety of related logistical duties in support of procurement activities at the Washington Aqueduct. Selects materials for issue and/or shipment from assigned areas within the warehouse facilities; verifies identity and quantity for verbal and written requests and transports to distribution points using material handling procedures. Initiates distribution documentation and verifies data accuracy for stock accountability and replenishment. Performs required packaging and preservation of items for material distribution. Operates handcarts and/or electric forklifts to accomplish material handling tasks. Operates Corps of Engineers Management System data. Initiates stock replenishment requests using computer reports and physical inspections of storage areas. Develops sources of supply for stock requests. Contact vendors to obtain price quotes and material availability. Receives supplies and equipment by unloading from conveyances. Operates electric or gas power forklifts to transport palletized items to and from carrier vehicles. Inspects material for quantity and items received and verify against shipping documentation. Inspects items for visual damage. Prepare notation for reporting discrepancies and follow established procedures for notifying supervisor. Warehouses palletized bulk stock according to specific locations including restocking and rewarehousing items. Periodically checks locations for mixed inventory and make corrections as required. Incumbent is responsible for verifying that correct material safety data sheets are received for all required items. Participates in inventory by counting supplies, maintaining count sheets and assisting in discrepancy reconciliation. Assists Property Book Officer in the planning and transporting of inoperative/excess material to Defense Reutilization and Marketing Office (DRMO) including container assembly, palletization, banding and conveyance loading. Incumbent will act as Driver and/or distribute mail when required. Performs other duties as assigned.

Selective Placement Factors/Knowledge Skills and Abilities (KSAs): KSAs not required. Candidates will be rated against Resumix Job Search Criteria.

Standard/Other Requirements/Instructions on How to Apply:

1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.
2. This position is nonsensitive and requires a personnel security investigation on a post-appointment basis only.
3. Permanent change of station (PCS) funds will not be authorized.
4. Selection for this position is contingent upon proof of U.S. citizenship.

5. Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

6. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.

7. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

8. BASIS OF RATING: Candidates resume will be evaluated and screened against the skills needed to perform the duties of this position as described in this vacancy announcement. Candidates will also be screened against basic qualifications requirements of the Office of Personnel Management.

HOW TO APPLY: This position will be filled from the Army centralized resume database using an automated recruitment and referral system. Your resume must be on file with the Army centralized resume database. If you have a resume on file with the Army centralized resume database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army centralized resume database, you must submit one along with the self-nomination. Both documents must be received in the resume database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

RESUME: If you do not have a resume on file with the Army centralized resume database, you must submit one. It is strongly suggested that you use the Army Resume Builder. The Army Resume Builder can be found on the internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, you must submit your resume to the Centralized Resume database by selecting the Central and Submit buttons from the Email Existing Resume screen. Your resume will automatically flow into the Centralized Resume database. We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Processing Center using other means by scrolling to the end of the vacancy announcement and clicking on the Job Kit button for instructions. Please follow the instructions in our job application kit to create your resume and assure that all of the required information is provided. The Job Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting a resume.

SELF NOMINATION: You may self-nominate at any time during an open period of a vacancy announcement. If you wish to submit your self-nomination another way, scroll to the end of the vacancy announcement and click on the Job Kit button for instruction. The Job Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP): Federal employees seeking ICTAP eligibility must meet the requirements of 5 CFR 330.704 for ICTAP and must be rated well qualified. To be well qualified, applicants must meet basic qualifications and their resume must match a sufficient number of the skills identified by the selecting official. Please identify ICTAP eligible as an appointment eligibility on the supplemental data. Those claiming ICTAP eligibility will be required to submit a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location upon request.

APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER): To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, click on Answer.

If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status except where specifically authorized by law, age, politics, disability, or sexual orientation which do not relate to successful performance of the duties of this position. Reasonable accommodation to individuals with disabilities will be provided upon request.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.